Board of Public Works

335 South Broadway
De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Final Minutes

Monday, October 8, 2018 **7:30 PM** **De Pere City Hall Council Chambers**

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
James Boyd	Alderperson	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Marty Kosobucki, Director of Parks, Recreation and Forestry, Bill Boyle, GIS Manager, Project Manager, Kim Flom, Development Services Director, and Grace Lahtela, Recording Secretary.

2. Public Hearing to Levy Special Assessments fot Storm Sewer Main and/or Laterals for Legion Ct.

A. Notice of Public Hearing

B. Recommendation from the Board of Public Works

C. Final Resolution Authorizing Levying Special Assessments for Storm Sewer Main and/or Laterals for Legion Court.

The Mayor opened the meeting for public input at 7:32pm. There wasn't a response to the invitation to speak and the Mayor closed the meeting at 7:32pm. Eric Rakers, City Engineer reviewed the Final Resolution for storm sewer assessment for Legion Court.
Alderperson Hansen moved to approve the Final Resolution for Storm Sewer Assessment for Legion Court, Alderperson Raasch seconded the motion. Upon vote, the motion passed unanimously. City Engineer Rakers reviewed the payment terms.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

II. Public Comment

None.

III. Items

1. Approval of the Board of Public Works September 10, 2018 Meeting Minutes.

Alderperson Carpenter moved to approve the September 10, 2018 Board of Public Works meeting minutes, Alderperson Raasch seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

2. Consider Request for Installation of Terrace Walks on Stewart Street.

   Alderperson Carpenter moved to approve the installation of the terrace walk on Stewart Street with the cost for installation, maintenance, and future replacement to be paid for by St. Norbert College, Alderperson Boyd seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

3. Consider Preferred Streetscape Design for James Street.*

   Bill Boyle, GIS Manager, Project Manager, reviewed in detail the streetscape design process for James Street. Graef designed three options for three different cost levels. The final design came about through public input from open house feedback and surveys, the planning commission and Graef design options. The surveys suggested that the public really liked the water wall and wind wall. The City is striving to minimize costs but still impact the downtown area. Discussion followed; specifically in regard to fixed tables and chairs and positioning of the outside seating. Questions arose as to who would be responsible for maintenance of the non-fixed seating. Possible suggestions for maintenance help were Definitely De Pere or summer help in the Public Works or Park Departments. Concern was that non-fixed seating could block a business' entrance, or make it less accessible. Discussion continued in regard to the broad concept of creating an inviting and relaxing atmosphere in the downtown area.
   The Mayor reminded the Board that they were looking for approval of the design concept, and the seating details could be worked out with the individual businesses later.

   Alderperson Raasch moved to approve the preferred design alternative for the James Street streetscape area, with discussion to occur regarding the proposed tables and chairs. Alderperson Carpenter seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

4. Resolution #BOPW 18-05 Declaring Public Emergency Exception to Public Bid Requirements for Chiller System Replacement at the De Pere Ice Recreation Center.

   Mayor Walsh moved to approve Resolution #BOPW 18-05 declaring public emergency exception to Public Bid Requirements for the Chiller System Replacement at the De Pere Ice Recreation Center. Alderperson Boyd seconded the motion. Discussion followed. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

5. Discuss Customers Refusing New Water Meter Installation*

Scott Thoresen, Director of Public Works, reviewed the case of a refusal to install a new water meter and a possible opt-out tariff alternative that the PSC would have to approve. Discussion followed including the options available to address customer refusal of installation of new water meter and the PSC opt out alternative tariff. A suggestion was made to notify the property owner of the upcoming Council meeting.
A**lderperson Carpenter moved to approve following current PSC requirements of requiring new water meter installation or disconnection of water service until such time as the new meter is installed. Alderperson Raasch seconded the motion. Upon vote, the motion passed unanimously.**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

6. Consider User Fees for MSC Rubbish Drop Off Operations

Scott Thoresen, Director of Public Works, reviewed the future repositioning of the Municipal Service drop off site and new hours and opened the discussion for user fees. He presented a list of pro's and con's for each type of fee transaction. He stated that the site will no longer be open in the winter and only on select days the rest of the year.
Alderperson Carpenter moved to approve no user fees at the Municipal Service Center drop off site, Alderperson Boyd seconded the motion. Discussion followed and the motion was amended to include revisiting possible fees in one year. Alderpersons Carpenter and Boyd agreed to the amendment by Alderperson Raasch. Upon vote the amended motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

7. Discuss Acceptable Rubbish Items

Scott Thoresen, Director of Public Works, reviewed the list of acceptable and unacceptable items for the drop off site at the Municipal Service Center. Discussion followed. Director Thoresen stated that the Cyber Green Recycling area for electronics would still be available for drop off at the site.
Mayor Walsh moved to accept the list of acceptable and unacceptable items for the drop off site at the Municipal Service Center, with doors, toilets, and water heaters being added as acceptable items for drop off. Alderperson Hansen seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

8. Consider Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on Merrill Water Tower*

Scott Thoresen, Director of Public Works, presented a request from T-Mobile regarding installation of wireless antennae facilities on the City's Merrill Street Water Tower. He explained that as part of this request the City will need to hire Dixon Engineering to perform engineering technical services for the City to make sure there is no impact to the City's water tower by this work. Discussion followed.
Alderperson Carpenter moved to approve the engineering services agreement with Dixon Engineering for the T-Mobile wireless upgrade on the Merrill Street water tower. Alderperson Raasch seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

9. Consider 2018-2019 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, presented the updated fees for Snow and Ice Removal. He stated that any violations are complaint driven. The rates are based on linear footage or a minimum charge of $75.00.
Alderperson Boyd moved to approve the 2018-2019 Snow Removal rates, Alderperson Hansen seconded the motion. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Raasch, Walsh

10. Approval Parking and Traffic Recomendations

Eric Rakers, City Engineer, reviewed each of the recommended action items for Parking and Traffic.
Discussion followed.
Mayor Walsh moved to approve items #1,#2,#3,#4, & #6, Alderperson Boyd seconded the motion. Upon vote the motion passed unanimously. Mayor Walsh moved to deny Item #5, Alderperson Boyd seconded the motion. Discussion followed. Upon vote, the motion passed 3 to 2, with Alderpersons Raasch and Hansen voting nay.

11. Discuss Parking and Traffic Committee Non-Action Items.

Eric Rakers, City Engineer, presented the Parking and Traffic Items that did not require action.
Discussion followed including for Item #6 the trail sign needing attention, and Item #9 where cars should be turning left from parking onto George Street – it was agreed that

both items would be looked into. City Engineer Rakers reviewed the process for pedestrian crossing signage in regard to questions on Item #7. A pedestrian count would need to be done and if the count warrants, then it would come back to the Board of Public Works and be put in the budget for 2020. It was suggested that the 25mph speed limit sign coming off the highway north onto Lawrence Drive is posted on a telephone pole and should be moved closer to the road.

IV. Future Agenda Items

Alderperson Hansen asked staff to review the pedestrian crossing at S. Webster and Ridgeway. Alderperson Hansen also asked that Crestview and Chicago streets by the high school be repainted. This will be passed on to the County.

V. Adjournment

Mayor Walsh moved to adjourn, Alderperson Raasch seconded the motion. Upon vote, the motion passed unanimously and the meeting was adjourned at 9:40PM.

Respectfully submitted,
Pam Denis